

Terminology

Volume: Storage indexed by Diskover, aka mount, data centers...
Path: Location of a directory or a file.
Criteria/Query: Variables used to find specific results (name, date...)
Indices: Multiple indexes.

File Actions

 Options vary and may not be configured in your instance, see your tech team and refer to User Guides for details.

Items Selection in Results Pane

All: Use **Select All** or **Unselect All** buttons.
Block: Select first item, hold **SHIFT** key and select last item.
Random: Click check box in front of item or hold **CTRL/CMD** key.

 **New indices** automatically reload every 20 minutes by default, refresh your browser or  to access new data.

For complete details docs.diskoverdata.com/diskover_user_guide/

Basic Rules

- Launching a query will search all volumes and their directories, toggle on **Current Dir** to limit your searches to a certain path.
- Most queries are not case sensitive → see User Guides for exceptions.
- Diskover searches for tokenized/isolated characters, isolators can be spaces, underscores, uppercase aka CamelCase, dashes, etc. Example:

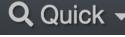
Query with **jungle**:

Would find → **TheJungleBook**, **the_jungle_book**
Would not find → **thejunglebook**, **THEJUNGLEBOOK**

Query with **001**:

Would find → **rel_001**, **rel 001**, **v-001**
Would not find → **Rel001** (CamelCase doesn't work with numbers)

Built-In Search Tools

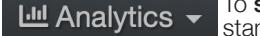
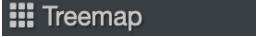
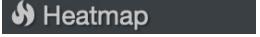
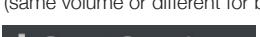
 Filters	To filter search results or when drilling down, will remain active until you reopen and select Clear filters .
 Quick ▾	Predefined queries that will search all volumes and directories, save time by using criteria and combine with manual query.
 Search within results	Searches current page of results only, hides items without the search value.
 Search path non-recursive	to list directories/files (contained in current path) or recursive to list sub-directories/files (all sub-levels).

Copy, Export, Share

 To copy a single path to the clipboard, use Export for options to export or copy several paths at a time.
 Export ▾ To export files/directories' path and metadata to your download folder, also to copy paths only to clipboard.
 Share ▾ Share search results with other Diskover users using Search results URL or Search query .

Tags

 Tag ▾ For manual tagging following your organization's guidelines, multiple tags can be applied per item.
Apply tags: Select file(s) and/or directory(ies) first → select Tag → select desired tag - see User Guide for recursive application.
Remove tags: Like applying tags but in reverse or use Remove all
Search/report on tags: Several options 1) Analytics → Tags , 2) Filters , 3) type # in the search bar and select a tag, or 4) use field name in the search bar ex: tags:delete

 Analytics ▾	To select one of the following global standard or customizable report:
 File Tree	Instant profiling by size and aging, you can drill-down from left pane or pie chart, clickable charts, colors have no meanings.
 Treemap	Hierarchical display of data, rectangles graphically represents size of files/directories, rectangles of same color = same directory.
 Heatmap	To compare two indices across two different points in time > red = growth, green = shrinkage, no colors = no changes.
	Before launching Heatmap report, you need to select 2 indices →  → Indices → deselect Always use latest indices → select one index from Index column → select second index from Index 2 column (same volume or different for backup or data movement) → Save selection → Analytics → Heatmap
 Smart Searches	Fully customizable reports using any type and number of criteria, for ex: by customer, project, storage type, time, size.
 User Analysis	Snapshot of data utilization by user/group as well as size and cost. Designed for monitoring space and cost management.
 Cost Analysis	Fully customizable reports using any type and number of criteria, allowing for storage cost analysis, project monitoring, and invoicing.
 Reports	Fully customizable to what is relevant to your business and is designed to easily help you find your top unknowns.
 Directory Explorer	Provides a visual breakdown of directory size, access/modification times, and file counts for quick insight into storage usage/activity.

Search Rules, Tools, Syntax

Wild Cards

***** replaces **0 to many characters**, use it to expand your results and find non-isolated letters/numbers.

Query with:

jungle would find → **thejunglebook**, **JUNGLEBOOK**
v*1 would find → **vl**, **verl**, **version01**, **v021**

? replaces **a single character**, is used for preciseness:
Query with **shot?** would find → **shot1**, **shot9**, **shots**

Field Names

To search on a specific range of metadata (like searching on a specific column in a spreadsheet) instead of using built-in tools, see User Guide for details, can be case sensitive, ex: **type:file**, **extension:mov**, **tags:delete**

Operators

Are used in between criteria in a query, can be typed lower or upper case:

and → this operator is assumed if no operators are used in between 2 criteria, ex: **jungle AND v*1** or **jungle e*1** = same results

not → ex: **jungle NOT v*1**

or → need to group with parentheses, ex: **jungle (e*1 or e*2)**

mixing operators → ex: **jungle (s*1 OR s*2) NOT e*1 AND type:file**

Help

Online Resources → diskoverdata.com/resources

Guides, troubleshooting, videos, requirements, FAQ, and more.

Incomplete or too many search results are the most common issues:

- Expand your results with the * or maybe you're overusing it if too many results.
- Active **Filters**? **Filters** will remain active until you clear them, therefore affecting all future searches or drill down.
- Current Dir** activated? Will narrow your searches/results to a certain path, will remain active until you deselect to search all volumes and their directories again.
- Specific index/indices selected? Therefore limiting your searches, select  → **Indices** → check **Always use latest indices** to search all latest indexed volumes.
- Using **operators** (and, not, or) properly? Make sure you are grouping when needed.
- Searching with **field names**? Can be case sensitive, see User Guide for details.
- Predictive Search** selected? If active, the * is automatically used in the background for all searches without typing it, select  → **Settings** → deactivate **Use predictive search**.
- Analytics results are incomplete? Activating filters in the analytics remain active and affect all other analytics using the same filters.

Free Community Support → <https://diskoverworkspace.slack.com/ssb/redirect>

With Subscription → <https://support.diskoverdata.com/> | M-F 8am-5pm PST



Diskover

Core Features

User Interface Overview

The screenshot shows the Diskover interface with various numbered callouts:

- 1** Navigation Pane: Shows indexed storage volumes and their paths.
- 2** Navigation Buttons: Includes Top, Up, Tree, Charts, and Reload buttons.
- 3** Analytics: Global standard and custom reports.
- 4** File Search Page: Current and most used view.
- 5** Analytics: Global standard and custom reports.
- 6** Quick Search: Predefined queries.
- 7** Search Bar: Manual search queries.
- 8** Current Dir: Drill up one directory.
- 9** Filters: Refine search results.
- 10** Volume Drop-Down: Select volume.
- 11** Settings: System Configuration and Indices selection.
- 12** Green Bar: Validate search results.
- 13** Path Bar: Displays current path.
- 14** Charts: Analytical snapshot of a path.
- 15** Action Buttons: Select/unselect all results, Tag, Export, Share, File Action.
- 16** Extension Bar: Shows file extensions.
- 17** Items per Page: Option to display between 10 to 1,000 items/results per page.
- 18** Results Pane: List of indexed items.
- 19** File/Folder Options: Click directly on a file name to open attributes window.
- 20** Sort Results: Primary and secondary sort options.
- 21** Search Within Results: Searches results on current page only.

1 Navigation Pane

Volumes/indexed storage displayed in green and their respective directories are listed below in light gray, which mirrors the directories in the results pane, except that the left pane will not display empty folders, hover for more info (last indexed, space, etc.)

2 Navigation Buttons

- Top: Go to top of volume
- Up: Drill up one directory at a time
- Back/Forward: Same as browsers back-and-forth arrows
- Tree: Hide/unhide navigation pane
- Charts: Hide/unhide analytic charts
- Reload: Refresh indices/charts

3 Dashboard

Analytical snapshot of a volume.

4 File Search Page

Current and most used view.

5 Analytics

Global standard and custom reports. will open results in file search page.

6 Quick Search

Predefined queries, also where to find/launch personal saved queries.

7 Search Bar

- Launch manual search queries,
- launch some reports (start by typing ! or #),
- paste/search path, and
- overlay below search bar recalls 10 past queries, just click one to relaunch.

8 Current Directory

Toggle on to limit searches to current path, will remain active until you deselect.

9 Filters

To refine results from a manual query or when drilling down, will remain active until you reopen and hit **Clear filters**.

10 Volume Drop-Down

To select/switch volume, same results as selecting from the **navigation pane**.

11 Settings

- Settings (changes are saved automatically),
- System Configuration → DiskoverAdmin,
- Indices selection,
- Task Panel,
- Help → direct link to docs.diskoverdata.com, and
- Logout

12 Green Bar

Validate the number of items found, path, search query, and save/delete/edit personal query → 1) run query, 2) select **Save** in the green bar, and 3) open **Quick → Saved Queries**

13 Path Bar

Displays path when drilling down, click any directory for direct access.

14 Charts

Analytical snapshot of a path, choices:

- File Age Modified
- File Age Accessed
- Top Directories
- Top File Types

1) Hover the charts for more details, 2) click the bars or pie slices to open the results in the **Results Pane**, and 3) pages take longer to load with charts open, to hide/unhide charts.

15 Action Buttons

Select/unselect all results (see verso how to select block or random lines), manual **Tagging**, **Export** results (will also export all metadata), **Share** results URL or query, launch a **File Action** for selected items in the **Results Pane**.

16 Extension Bar

Shows file extensions detected in the **Results Pane**, click any to refine results.

17 Items per Page

Option to display between 10 to 1,000 items/results per page, will affect the number of pages of results.

18 Results Pane

Use to drill down or will display results following a search, customize your columns under → **Settings**

19 File/Folder Options

File Attributes: Click directly on a file name to open the attributes window and see all the metadata fields.

Directory Attributes: to open the attributes window and see all the metadata fields.

Copy Path: to copy a single path.

File Action: to launch a **File Action** for an single item.

Quick Load: to load path in an analytic format or to search recursively.

20 Sort Results

Primary sort → click any arrow to reassign, **secondary** sort → first click current green arrow to remove then click where you want to reassign.

21 Search Within Results

Searches results on current page only, will hide other line items.

Hover over almost anything to get help or snapshot of info.